

MEMORANDUM FOR: Chief, Records Management Division

FROM: [REDACTED]

Chief, Records Systems Branch

SUBJECT: RSB Weekly Report (13 September 1983)

1. [REDACTED] C/RMD, [REDACTED] C/RSB, and [REDACTED] RSB, visited the Agency Historian, Ken McDonald, to discuss the status of OSS records. The DCI has asked Mr. McDonald to look into whether the restriction on public access to these records is still needed. This restriction requires that records containing names of OSS personnel not be released unless the named persons are informed, and it essentially makes the records unavailable for historical research. It affects the 198 cubic feet of records already transferred to the National Archives, as well as an additional 3,000 feet that have been declassified but are still at AARC. Mr. McDonald will be preparing a report for the DCI based on discussions with all parties involved, including the DO which is the executive agent for OSS records. RMD will be responsible for any transactions with the National Archives involving a change to the restriction or a further transfer of records.

2. [REDACTED] RSB, at the request of the DDS&T/RMO, visited the ORD/RMO, [REDACTED] to discuss a problem affecting ORD Registry operations. A senior ORD official is trying to clear some floor space in the ORD Media Center, which provides ADP support to ORD and also receives and distributes computer output for Agency components in Rosslyn. This official has asked the ORD/RMO to consider accepting the latter function. [REDACTED] advised the ORD/RMO on drafting a memorandum outlining the impact this function would have on registry, records management, and FOIA operations in terms of cramped space, noise level, uncleared personnel, and maintenance requirements. If further OIS assistance is needed, it will be requested formally by ORD.

3. [REDACTED] RSB, met with [REDACTED] of the Policy and Plans Group, Office of Data Processing, to discuss OIS information requirements for scheduling machine-readable records. The RSB representatives were provided with a current listing of all active ADP projects in the Agency and will receive later a listing of all the inactive projects. These listings and other information provided such as contact names will assist RSB greatly in locating and scheduling collections of machine-readable files. The ODP representatives indicated that ODP will continue to assist our efforts in this area to the maximum extent possible.

4. [REDACTED] RSB, visited the IC Staff at Headquarters Building to discuss the arrangement of data on a proposed new form to be used for requesting contract changes. He subsequently designed a draft layout of the form, which was accepted and is now at Printing and Photography Division, OL, for printing.

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Management and Budget (OMB), in arranging for the transfer of OMB records to AARC. This is in accordance with agreement made in July 1981 with NARS, OMB, and the Agency to store certain permanent records at AARC to preserve their confidentiality until they can be made available to NARS for accessioning.

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6. [] also assisted [] FBIS/RMO, in locating for OGC a Request for Authorization to Retain or Destroy Questionable Records relating to 38 cubic feet of voice recordings or video tapes. A copy of the request, as well as a copy of a memorandum pertaining to a meeting held in 1978 to discuss these records, were provided to Ms. Ecklund.

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7. [] also attended the September meeting of the Association for Federal Information Resources Management. Mr. Lyman C. Dennis II, Deputy Project Manager, Task Force on ADP/Office Automation, President's Private Sector Survey on Cost Control, reviewed the work of his Task Force, one of 36 created to advise the Federal Government on how it is managing its information resources. The Task Force found that hardware is obsolete by industry standards. Software is duplicative within and between agencies which leads to repetitive updates. Teleprocessing has duplicative network elements. Agencies could share networks. Office automation is not used to the degree it could be used, and is limited to clerical applications. There is proliferation of equipment. Personnel policies are inimical to program plans, which makes it difficult to hire people at the lower levels. Red tape causes people to give up and work for the private sector. Government is no longer a model to private industry. A main cause for all this he ascribed to OMB's reluctance to direct implementation to organize ADP to exercise aggressive management control. The Task Force made three principal recommendations:

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- a. Set up a Federal Information Resources Manager (IRM).
- b. Require agencies to assign this job to an executive with experience and training in information resources management.
- c. Set up an Information Steering Committee to assist in the procurement of ADP equipment.

Mr. Dennis further suggested there is a need to develop remedial plans for the agencies; look into new technology; attempt to speed up the hiring process; consolidate and review agency needs, budgets and inventories; evaluate operations; exercise management and control of the overall plan; and, finally, control the plan's execution.

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